# BHS Intro to Business & Technology Curriculum Pacing Guide

**Course:** Intro to Business & Technology  
**Grade:** 9-12

## August/January
- Microsoft Word 2016
- Basic Editing
- Font and paragraph formatting
- Page Setup
- Managing Text Flow
- Creating Tables
- Smart Art, word Art, Clip Art and images
  (Warm ups: keyboarding)

## September/February
- Microsoft Word 2016
- Proofing and Sharing Documents
- References and Hyperlinks
- Mail Merge
- Document Protection
- Advanced Options
  (Warm ups: cursive writing)

## October/March
- MIDTERM: MS Word 2016 Certification Exam

## November/April
- Unit 4: Marketing
  - Target & Niche Marketing
  - Market Research
  - Coke Blak Project

## December/May
- Unit 5: Electronic career Portfolio Project (final project)
  - Resume/Cover letter
  - Profile/Business card
  - Mock Interview w/critique
  - Create an electronic Career Portfolio website

## Ongoing Concepts:
- Employability Skills
  - Business Dress for Work
  - Appropriate behavior for the workplace
  - Appropriate and responsible use of cell phones and technology in the workplace